Child and Adult Care Food Program
Sponsoring Organizations of Day Care Homes

Internet Application Manual

For sponsors that have a permanent agency code with DPI

Revised June 2009

Department of Public Instruction

Community Nutrition Team

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Overview of Application Process

The Child and Adult Care Food Program (CACFP) requires the annual submission of an application to participate in the CACFP. This Manual will help you through the on-line application process. If you have any questions after reading through the Manual please contact your assigned consultant by phone or email.

What will an on-line application do for you?

Decrease the time you spend on the application process! Much of the information that will be entered the first year using this system will 'roll-over' the following year and require that your Agency only update the information that has changed from the prior year.

Why is it important to follow this Manual?

The Manual provides you with step-by-step instructions for each screen you will need to complete. Following these instructions will help prevent loss of data.

What do you need to know prior to entering the application information?

You need to be prepared BEFORE sitting down at the computer to complete the application process. The following is an outline of what will be asked for:

- **Name, phone number and email address of the person completing the online application**
1. **General Information**:
    - name, address, phone number of the sponsoring agency
    - sponsoring agency's Federal Employer Identification Number (FEIN)
    - authorized representative information, including date of birth
    - agency contact information
    - estimated number of enrolled children in all approved homes
    - total number of approved homes
    - method of reimbursement
    - decision on commodity foods or cash-in-lieu

Overview of Application Process (Continued)

2. **CFDA Audit Reporting Information**:
   - audit reporting requirement – all federal programs and amount(s) expended during the previous federal fiscal year

3. **Governing Board Information**:
   - governing board information, including names, addresses and dates of birth

4. **Governing Board Relationships/Meetings**:
   - governing board relationships
   - schedule of governing board meetings

5. **Organizational Capability**:
   - organizational mission statement and bylaws *(submit via mail/facsimile/email if there have been changes from the last submission)*
   - organizational chart *(submit via mail/facsimile/email if there are changes from the last submission)*

6. **Internal Controls**
   - termination for cause inquiry specific to organization and staff
   - National Disqualified List inquiry specific to organization and staff
   - disbarment inquiry specific to organization and staff
   - personnel policies regarding outside employment *(submit via mail/facsimile/email if not on file with DPI, or if there have been changes to the policy and an updated copy has not been submitted to DPI)*
   - procurement procedures

7. **Publicly Funded Programs (PFP) Information:**
   - publicly funded programs in which your agency and/or its principals have participated in for the last seven (7) years
   - inquiry regarding disqualification of your agency and/or its principals from any publicly funded program for violating that programs' requirements

8. **Staffing Personnel**
   - name of person(s) with various management responsibilities, titles, and dates of birth

9. **Monitoring Ratios**
   - Information on all staff persons performing monitoring duties, including total hours worked per year, total non-CACFP hours worked, total CACFP non-monitoring hours worked and net total hours spent on CACFP monitoring duties

Overview of Application Process (Continued)

10. **Program Information**:
    - program records-documents that providers have copies of in their day care home
    - program service area-counties to which your organization will provide program service during the upcoming year
    - program outreach-estimated number of new homes to be enrolled during the upcoming year

11. **Management Plan/Practices – Part A**
    - method(s) used to recruit new day care home providers
    - agency policies, procedures and timeframes for
        - child care regulation
        - CACFP enrollment
        - Tiering

12. **Management Plan/Practices – Part B**
    - agency policies, procedures and timeframes for
        - edit checks
        - meal pattern compliance
        - meal service documentation

13. **Management Plan/Practices – Part C**
    - agency policies, procedures and timeframes for
        - training of providers
        - training and monitoring of agency staff
        - pre-approval visits and reviews of day care homes

14. **Management Plan/Practices – Part D**
    - agency policies, procedures and timeframes for
        - serious deficiency/termination
        - civil rights
        - retention of all Program records

Overview of Application Process (Continued)

15. **Financial Management Plan/Practices**
    - attachment E of PI-1459 *(complete and submit via email ONLY)*
    - cost allocation plan, for CACFP-funded personnel, office and/or operational space, supplies and equipment
    - methods for disbursement of CACFP reimbursement within 5 working days of receipt from WDPI
    - agency plans for repayment in event of a **provider** overpayment **(revised for FFY 2010)**
    - agency-specific financial management system information on:
        - accounting system
        - plans for backup system if the agency's accounting system is inoperable
        - procedures for tracking and reporting administrative costs/reimbursement and tracking specific cost line items and/or programs, including comparing CACFP expenses to the approved CACFP budget
        - procedures for tracking CACFP funds separately from other organizational funds.
    - agency plans for repayment in event of a **provider** overpayment **(revised for FFY 2010)**

      NEW FOR FFY 2010
    - agency procedures to handle a delay or interruption of Program funds, including source and amount of funds that would be available
    - agency procedures for repayment of fiscal claims, including source and amount of funding
    - agency safeguards and controls to prevent and detect improper financial activities

16. **Advance Request Information**
    - Decisions and information on operational and administrative advance options

What kind of documents need to mailed/faxed/e-mailed to DPI?

There are some items that a sponsor may need to send in to DPI. We will send the DPI form listed below (CACFP Budget – Attachment E of PI-1459) by email. Your agency must complete and return the CACFP budget (via email only) as part of the application process. Your agency may also need to submit certain agency-specific documents if there have been changes since the last submission.   These items are listed below under "Agency-Specific Documents".

DPI Form

1. CACFP Budget (Attachment E to PI-1459)

Agency-specific Documents: Only submit these items if there have been changes since the last submission.

NOTE: for job descriptions, if your agency is adding a new monitoring position(s), and/or you are adding a new monitoring function to an existing position not previously reported to DPI, submit a complete copy of the relevant job descriptions. (All job descriptions must include a detailed listing of the percentage of time devoted to each listed job activity/duty.

1. Organizational Mission and bylaws
2. Organizational Chart
3. Job Descriptions for all staff listed on PI-6070-A (Monitor Staffing). *(Note, submit detailed employee job descriptions that include the percentage of time devoted to each listed job activity/duty, including monitoring functions. Submitted information must corroborate the employee information reported on the budget, Attachment E of PI-1459)*
4. Provider Training Materials
5. Outreach Materials
6. Orientation/Previsit Checklist
7. Permanent Sponsor-Provider Agreement, PI-1425
8. Agency-specific Sponsor-Provider Agreement
9. CACFP Enrollment Form
10. Home Review Form
11. Attendance record
12. Menu Form
13. Meal Count Form
14. Sponsoring Organization Policies and Procedures specific to the CACFP

Basic Application Navigation Instructions

LINKS TO A PRIOR PAGE – In order to <u>return</u> to a prior page/screen that you have already visited, you <u>must</u> click on one of the 'links' at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.

Remember that you must go forward (by clicking on the "Continue" button) to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined this means that if you click on this underlined text you will go to a different web page, called a "linked-page" or "link". If you go to a link on another page by clicking on the underlined text, the next time you are in the <u>same</u> menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the "Back" button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward (by clicking on the "Continue" button) to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the "Back" button you may then use the "Forward" button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the application site is entered. **If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main "Login" screen.** Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Underlined links at bottom of screens include "Logout". Click on this "Logout" link to exit from the entire program. <u>**If exiting the system prior to completing the contract, be sure to click on the "Next" button at the bottom of the screen you are working on. This will save the information from that page.**</u>

ACCESS CONTRACT <u>AFTER FINAL DPI APPROVAL</u> – After the completed agency contract has been approved by the assigned consultant at DPI, the sponsoring agency can access the contract to browse it or to submit updated information. Access the DPI site at:<u>http://dpi.wi.gov/fns/index.html</u>

Logging on to the Website

Starting the FNS Web Pages

1. **Open the Internet Browser.**
   You may use either Internet Explorer or Netscape. Screens will appear differently on each. Internet Explorer is recommended, but data will be accepted from either.

2. **Use the mouse to click on the "Location area"** at the top of the Browser page. Entire 'address link' should be highlighted to start with. If not, highlight it with mouse.

3. **Type the following:**
   http://dpi.wi.gov/fns/index.html to replace 'address link'. Press Enter to go to site. **(Bookmark site at this point, NOT at later pages)**.

4. **Scroll down to "On-Line Services" "Enter and Revise Contracts (CACFP, School Programs, SFSP)":**

On-line Services

Enter and Revise Contracts (CACFP - homes, School Programs, SFSP)

Child and Adult Care Food Program (CACFP - Home Sponsors Only)

Revise Provider Contract Information   Revise Home Sponsor Contract Information

Provider Contract Internet Manual   Sponsor Contract Internet Manual

School Programs

Existing School/RCCI Contract Internet Manual   New School/RCCI Contract Internet Manual

Revise Contract Information - **Existing School/RCCI**   Enter Contract Information - **New School/RCCI**
Instructions to Complete Verification Summary Report

Summer Food Service Program (SFSP)

SFSP - Enter Contract Information - **Existing Agency**   SFSP - Enter Contract Information - **New Agency**

SFSP - Existing Agency Contract Internet Manual   SFSP - New Agency Contract Internet Manual

Submit Claims for Payment (All Programs) and Enter School Annual Financial Report
Submit Claims for Payment - School Programs, CACFP   Submit Home Sponsor Claim for Payment
Centers, SFSP / School Annual Financial Report

Under the "Child and Adult Care Food (CACFP) – Home Sponsors Only" heading. Choose **"Revise Home Sponsor Contract Information"**. A link to the Manual is also provided here.
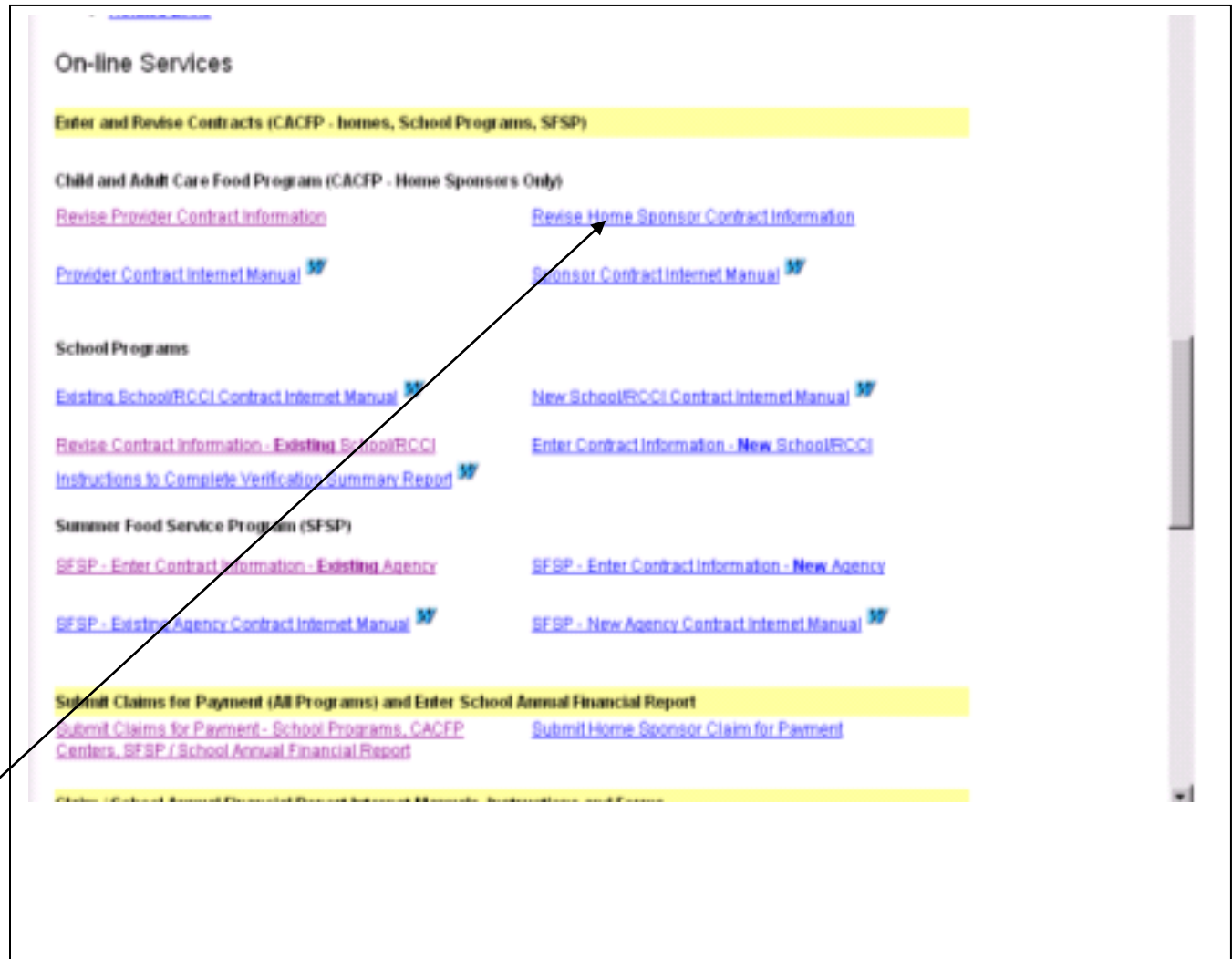
Logging on to the Website Continued

1. Enter the Agency's permanent Agency Code and Password. **Note**, the password will be the same as the password used by your agency to submit reimbursement claims. When done click on the **Submit"** button.

2. Select **"Home Day Care"** from the Main Menu.
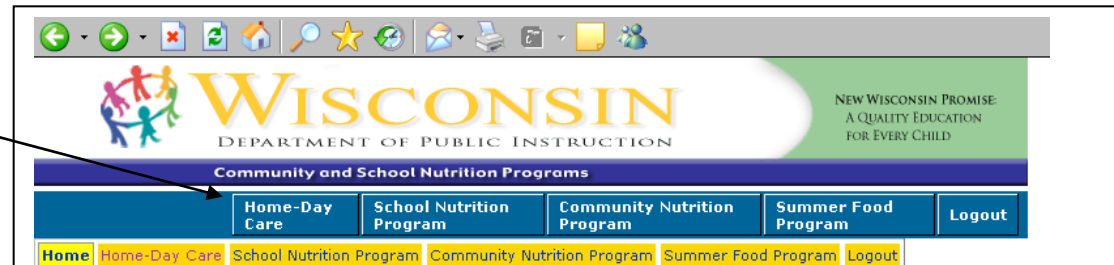
3. Select "**Contract"**
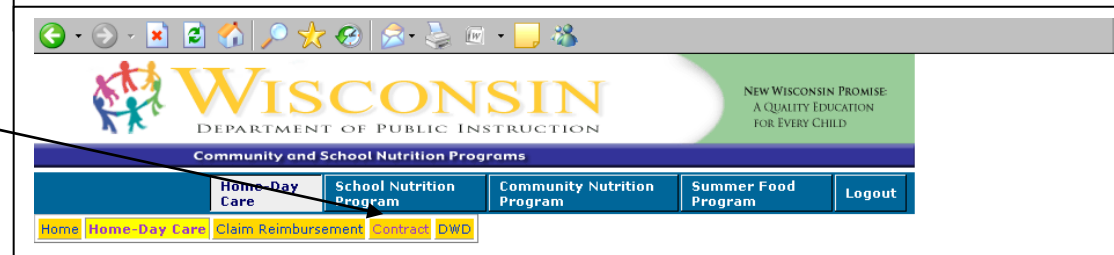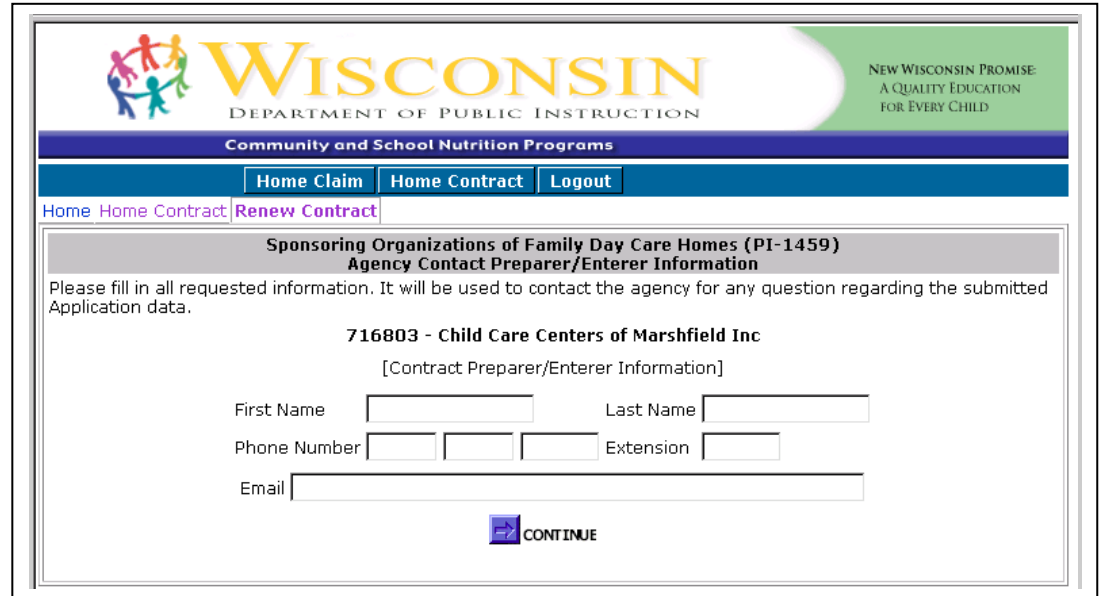
4. Select "**Renew Contract"**
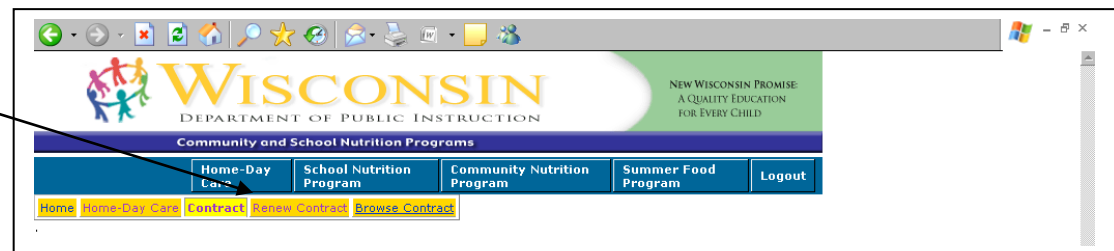
Agency Contract Preparer/Enterer Information

Each time you enter the FNS system to submit or revise contract information, you will be asked to enter the name and contact information for the person who is entering the data.

1. Enter the "Preparer/Enterer Name and Contact Information" for the person <u>actually entering the information</u> or who can answer questions on the information given.

2. If you do not have an extension number leave blank

3. An email address for the Contract Preparer/Enter is required. If you do not have an email address, type in <u>none@none.net</u>.

4. Click on the **"Continue"** button at the bottom of page when you have finished entering the information.

5. Start entering information on the "General Information" page.

General Agency Information

Enter all requested information. Some fields will "pre-populate."
Please be sure to review all completed fields, including those that have been pre-populated.

1. The Agency Name, FEIN, Congressional District, Street Address, Mailing Address, Authorized Representative Name, Title, Phone Number and Email Address should have pre-populated.

2. Enter/select missing information for CESA Number, County Name, and the Authorized Representative's Date of Birth. (Fields with arrows have drop down boxes for selection.)

3. Enter the approximate number of enrolled children and the total number of approved homes.

4. Select reimbursement method.

5. Make commodities or cash-in-lieu selection.

6. Click the **"Continue"** button.

CFDA Audit Information

Audit Reporting Requirements

List each federal program in which your agency participated in during FFY 2007 (October 1, 2006-September 30, 2007) and the amount expended.

To add a program click the "New Record" button.

New screen appears-enter program information, then click the "Save" button.

Note: Enter the CFDA number **without** a decimal point. For example, 10.558 must be entered as 10558. **Ensure that the correct name is used for a given Federal Program that associates with a specific CFDA number**

Audit Reporting Requirements (continued)

Program data has been entered. To delete or update information for this program click on the CFDA number. To add another program click on the "New Record" button.

When the CDFA number is clicked a new window will open. Modify program information and/or change data and then click the **"Save"** button. To delete the record click the "Delete" button.

Once data for all federal programs has been entered click on the **"Continue"** button.

Governing Board Information

Review all listed information for the
members of your governing board and revise as needed.

When done click on the **"Continue"** button.

Governing Board Relationships/Meetings

Board Relationship

For all the board members listed above, detail any:

- relationships between
  and/or

- employment by, and/or volunteer activities at the sponsoring organization.

Board Meetings

Report the anticipated dates for all governing board meetings for the upcoming federal fiscal year (October 1 – September 30).

Note: Each of these four text fields will accept a maximum of 4000 characters, including punctuation marks and spaces.

When done click the **"Continue"** button.

Sponsoring Organizations of Family Day Care Homes (PI-1459)
Governing Board RelationShip Information

For the individuals listed under Governing Board, indicate below whether any of the listed relationship exist. If no such relationship exists indicate "None".

716803 - Child Care Centers of Marshfield Inc

Family Related (Specify Individual(s) and their Relationship) [4000 characters allowed]

Related to a CACFP Official (Specify Individual(s) and their Relationship) [4000 characters allowed]

Employed by and/or Volunteers at Sponsoring Organization (Specify Individual(s) and their Position) [4000 characters allowed]

Schedule of Board Meetings (Report the dates for all Governing Boards meeting for the upcoming federal fiscal year) [4000 characters allowed]

CONTINUE

[General Info] [CFDA Audit Info] [Governing Board]

Organizational Capability

1. **Organizational mission statement and bylaws**

   Submit a copy via mail/facsimile/email

   if there have been changes since the last submission

2. **Organizational Chart**

   Submit a copy via mail/facsimile/email

   if there have been changes since the last submission

3. When done click on the **"Continue"** button.

Internal Controls

1. Answer the question regarding serious deficiency.

2. Answer the question regarding the National Disqualified List

3. Answer the question regarding disbarment

4. Answer the 2 questions regarding outside employment

5. **Procurement** Provide a detailed narrative response regarding your agency's procedures for the purchase food, supplies and services. (Refer to Guidance Memorandum G for more information.)

Internal Controls (continued)

6. Answer the two questions regarding publicly funded programs.

   When done click on the **"Continue"** button.

[Publicly Funded Program (PFP) Information]

Has your organization, or any principal identified with your organization ever been disqualified from participating in any publicly funded program(s) for violating that program's requirements during the past 7 years? No ▾

If yes, were the violation corrected and eligiblity restored to pariticipate in the programs(s)? *(If "No", submit a written explanation via email.)* ▾

PFP information continue on next page...

→ CONTINUE

[General Info] [CFDA Audit Info] [Governing Board] [Board Relationship] [Organizational Capability]

Home

Publicly Funded Programs (PFP) Information

Publicly Funded Programs

List all publicly funded programs in which your agency and its principals have participated in during the prior 7 years .

To add a program click the "New Record" button.

Enter name of publicly funded program and years of participation, then click "Save". To add an additional program (s) click "New Record".

For a principal, list their name in the publicly funded program column, with the program listed in parentheses.

Publicly Funded Programs (continued)

To delete a program click on the name of the program then click on the "Delete" button.

5.   When done click on the **"Continue"** button.

Monitoring Ratios

Monitoring Ratios

Detail all staff person performing monitoring duties. Current, detailed job descriptions for all listed staff persons must be on file with DPI. **(All job descriptions must include a detailed listing of the percentage of time devoted to each listed job activity/duty.**

NEW for 2010

Note Revision of #5 –

Now includes monitoring of online claiming

Community and School Nutrition Programs

Home Claim | Home Contract | Logout

Home Renew Contract

Sponsoring Organizations of Family Day Care Homes (PI-1459) Monitoring Ratios

716803 - Child Care Centers of Marshfield Inc

Monitoring Ratios: Detail below all staff persons performing monitoring duties. **Current detailed employee job descriptions for all listed staff must be on file with DPI.** The employee job descriptions must include the percentage of time devoted to each 'listed job activity/duty, including monitoring functions, *(Submit revised and/or new job descriptions via mail/facsimile/email)*

Non-Monitoring-Related Activities: The following supervisory or non-supervisory employee activities can not be counted as monitoring duties: (1) Facility eligibility-day care home tiering determinations, facility licensing status, pre-approval visits, facility applications and agreements, tier determinations for individual children; (2) Program outreach-recruitment activities designed to bring nonparticipating facilities or participants into the CACFP, and retention activities; (3) Initial and annual training-general training of facilities and sponsor staff on Program requirements; (4) Technical assistance-if provided other than in the home; (5) Claims processing-aggregation of facility meal counts for claims submission and edit checks; and (6) Enrollment paperwork-handling facilities' enrollment forms.

handling facilities' enrollment forms.

Monitoring-Related Activities: Employee activities (supervisory and non-supervisory) that may occurred as monitoring duties include: (1) Monitoring-all activities related to conducting onsite reviews, including planning and scheduling; pre-review preparation; travel; supervisory oversight of monitors and the monitoring functions; time spent in the facility during the review; writing review reports; conducting follow-up reviews and activities relating to the serious deficiency process (issuance of notice, evaluation of corrective actions, appeal activities and terminations); (2) Household contacts-conducting household contracts or parental surveys to help determine the validity of a provider's claim; (3) Onsite/Other training-all onsite training that occurs during a facility review, initial or subsequent training of sponsor staff that relates to the mentoring function; (4) Technical assistance-if provided during a review; (5) Claims processing-menu reviews to determine claim accuracy and meal eligibility including the monitoring of online claiming; and (6) Enrollment forms-annual enrollment activities.

To add a Employee activities click 'New Record' button. To delete or update from the list select the employee and follow the instruction.

Title	First Name	Last Name	Total Hours Per Year	Minus Non CACFP Hours Per Year	Minus CACFP Non Monitoring Hours Per Year	Net Yearly Hours spent on CACFP Monitoring
CACFP Manager	Terri	Acevedo	2080.0	0.0	520.0	1560.0
Claims Specialist	Duritha	Goudy	2080.0	0.0	1857.0	223.0
Admin Asisstant	Doris	Acevedo	2080.0	0.0	1836.0	244.0
Field Representative	Gail	Cuffie	2080.0	0.0	496.0	1584.0
Field Representative	John	Carini	2080.0	1144.0	0.0	936.0

To add data click on the "New Record" button. Enter all requested data. Fields for hours will accept tenth's of hours (e.g. 79.1 hour)

Once all the data for a staff person has been entered click on "Save".

Monitoring Ratios: Add the staff person performing monitoring duties. **Current detailed employee job descriptions for all listed staff must be on file with DPI.** The employee job descriptions must include the percentage of time devoted to each 'listed job activity/duty, including monitoring functions, *(Submit revised and/or new job descriptions via mail/facsimile/email)*

716803 - Child Care Centers of Marshfield Inc
[To Add information enter data and click save button]

Title	First Name	Last Name	Total Hours Per Year	Minus Non CACFP Hours Per Year	Minus CACFP Non Monitoring Hours Per Year	Net Yearly Hours spent on CACFP Monitoring
Director	Sue	Babcock	2080	79.1	.9	2080

SAVE   BACK

Update or enter a separate record for each staff person performing monitoring duties. When done click on "Continue"

To add a Employee activities click 'New Record' button. To delete or update from the list select the employee and follow the instruction.

Title	First Name	Last Name	Total Hours Per Year	Minus Non CACFP Hours Per Year	Minus CACFP Non Monitoring Hours Per Year	Net Yearly Hours spent on CACFP Monitoring
Director	Sue	Babcock	2080.0	79.1	0.9	2080.0
Coordinator	Ayme	Boushack	2080.0	0.0	1081.0	999.0
Computer Spec	Carol	Johnson	2080.0	0.0	1480.0	600.0
Enroll Spec	Vicki	Merkel	2080.0	0.0	268.0	1812.0
HV-Consultant	Deb	Decker	1222.0	0.0	115.0	1107.0
HV-Consultant	Juli	Neumann	650.0	0.0	6.0	644.0
HV-Consultant	Mai Chao	Lor	420.0	0.0	120.0	300.0
HV-Consultant	Patti	Lustig	36.0	0.0	6.0	30.0
Menu/Claim Processor	Bridgett	Fairbet	120.0	0.0	0.0	120.0

NEW RECORD   CONTINUE

[General Info] [CFDA Audit Info] [Governing Board] [Board Relationship] [Organizational Capability] [Internal Controls] [Publicly Funded Program]

Validation Error

If the Net Yearly Hours spent on CACFP Monitoring do not calculate properly, you will receive this validation error message: "Net Yearly Hours Spent on CACFP Monitoring should always be equal to "Total Hours Per Year Minus Non CACFP Hours Per Year Minus CACFP Non Monitoring Hours Per Year". Please verify the hours you entered."

Home

Validation Error:- You must correct the following error(s) before proceeding:

- Net Yearly Hours Spent on CACFP Monitoring should always be equal to "Total Hours Per Year Minus Non CACFP Hours Per Year Minus CACFP Non Monitoring Hours Per Year". Please verify the hours you entered.

Sponsoring Organizations of Family Day Care Homes (PI-1459)
Add Monitoring Ratios

Monitoring Ratios: Add the staff person performing monitoring duties. **Current detailed employee job descriptions for all listed staff must be on file with DPI.** The employee job descriptions must include the percentage of time devoted to each 'listed job activity/duty, including monitoring functions, *(Submit revised and/or new job descriptions via mail/facsimile/email)*

716803 - Child Care Centers of Marshfield Inc
[To Add information enter data and click save button]

Title	First Name	Last Name	Total Hours Per Year	Minus Non CACFP Hours Per Year	Minus CACFP Non Monitoring Hours Per Year	Net Yearly Hours spent on CACFP Monitoring
Consultant	Mike	Ryan	2080	0	80	2010

SAVE   BACK

*CFDA means the assigned federal number found in the *Catalog of Federal Domestic Assistance Numbers*

Staffing Personnel

Staffing Personnel

Provide/update the name, title and date of birth of the person(s) responsible for each of the following Program duties. To add data click on the "New Record" button. Once the data has been entered click the "Save" button.

The New Record button has been clicked - new window opens. Click on the down button in the Program Duties field and make a selection. Enter all relevant data then click the "**Save**" button.

Staffing Personnel (continued)

Program Duties

The Program duties are

1. Approves/maintains home application form, PI-1472
2. Approves/maintains household size-income statements
3. Conducts home reviews/visits
4. Conducts pre-approval visits/orientation
5. Keeps program fiscal ledgers, receipts, invoices, etc.
6. Maintains license/certificate documentation
7. Makes Tier determinations
8. Other Program duties (**please specify the duty within the title**)
9. Plans, conducts, evaluates and/or monitors annual provider training
10. Prepares monthly claim form
11. Reviews and approves monthly meal count forms

If more than one person performs the same duty click on the "New Record" button, select the same duty from the drop down menu, add the data, then click the "Save" button. To delete a record click on the first or last name, then click on "Delete" button. When you completed listing at least one staff person for the ten Program duties (all except Other Program Duties) click on the "Continue" button.

Staffing Personnel (continued)

When completed, the web page will appear like this:

Sponsoring Organizations of Family Day Care Homes (PI-1459)
Staffing Personnel

716803 - Child Care Centers of Marshfield Inc

Staffing Personnel

List the names, titles and dates of birth of the persons responsible for the following Program duties. If more than one person performs a given duty click on the "Add" button to add another personnel.

To add a program click 'New Record' button. To delete or update from the list select First or Last Name and follow instruction.

Program Duties	Title	First Name	Last Name	Date of Birth
Approves/maintains home application form, PI-1472.	Administrator	Susan	Babcock	11/02/1958
Approves/maintains household size-income statements	Administrator	Susan	Babcock	11/02/1958
Approves/maintains household size-income statements	Coordinator	Ayme	Boushack	05/06/1974
Conducts home reviews/visit	Consultant	Deborah	Decker	12/19/1961
Conducts home reviews/visit	Consultant	Mai Chao	Lor	05/05/1960
Conducts home reviews/visit	Consultant	Patty	Lustig	08/24/1952
Conducts home reviews/visit	Consultant	Juli	Neumann	06/05/1970
Conducts pre-approval visits/orientation	Consultant	Patty	Lustig	08/24/1952
Conducts pre-approval visits/orientation	Consultant	Deb	Decker	12/19/1961
Conducts pre-approval visits/orientation	Consultant	Mai Chao	Lor	05/05/1960
Conducts pre-approval visits/orientation	Consultant	Juli	Neumann	06/05/1970
Keeps program fiscal ledgers, receipts, invoices, etc.	Coordinator	Ayme	Boushack	05/06/1974
Keeps program fiscal ledgers, receipts, invoices, etc.	Administrator	Susan	Babcock	11/02/1958
Maintain license/certificate documentation	Coordinator	Ayme	Boushack	05/06/1974
Makes Tier Determinatations	Coordinator	Ayme	Boushack	05/06/1974
Makes Tier Determinatations	Administrator	Susan	Babcock	11/02/1958
Other Program Duties (please specify)	Consultant	Patty	Lustig	08/24/1952
Other Program Duties (please specify)	Claims processor	Sarah	Franklin	09/30/1977
Other Program Duties (please specify)	Menu Reader	Bridgett	Fairbert	01/22/1962
Plans, conducts, evaluates and/or monitors annual provider training.	Administrator	Susan	Babcock	11/02/1958
Plans, conducts, evaluates and/or monitors annual provider training.	Coordinator	Ayme	Boushack	05/06/1974
Prepares monthly claim form	Coordinator	Ayme	Boushack	05/06/1974
Prepares monthly claim form	Administrator	Susan	Babcock	11/02/1958
Reviews and approves monthly meal count forms	Enrollment Spec	Vicki	Merkel	06/18/1957
Reviews and approves monthly meal count forms	Computer Spec	Carol	Johnson	10/08/1940

NEW RECORD   CONTINUE

Program Information

Program Records

Provide a "Yes" or "No" answer regarding whether the providers have copies of the 12 listed Program records.

Program Information (continued)

Program Service Area

Select each County to which your agency will provide Program service for the upcoming federal fiscal year.

```
Program Service Area
Select each County to which your agency will provide Program service for the upcoming federal fiscal year.

    ☐ Adams        ☐ Florence      ☐ Marathon*     ☐ Rusk
    ☐ Ashland      ☐ Fond du Lac   ☐ Marinette     ☐ St Croix*
    ☐ Barron       ☐ Forest        ☐ Marquette     ☐ Sauk
    ☐ Bayfield     ☐ Grant         ☐ Menominee     ☐ Sawyer
    ☐ Brown*       ☐ Green         ☐ Milwaukee*    ☐ Shawano
    ☐ Buffalo      ☐ Green Lake    ☐ Monroe        ☐ Sheboygan*
    ☐ Burnett      ☐ Iowa          ☐ Oconto        ☐ Taylor
    ☐ Calmet*      ☐ Iron          ☐ Oneida        ☐ Trempealeau
    ☐ Chippewa*    ☐ Jackson       ☐ Outagamie*    ☐ Vernon
    ☐ Clark        ☐ Jefferson     ☐ Ozaukee*      ☐ Vilas
    ☐ Columbia     ☐ Juneau        ☐ Pepin         ☐ Walworth
    ☐ Crawford     ☐ Kenosha*      ☐ Pierce        ☐ Washburn
    ☐ Dane*        ☐ Kewaunee      ☐ Polk          ☐ Washington*
    ☐ Dodge        ☐ La Crosse*    ☐ Portage       ☐ Waukesha*
    ☐ Door         ☐ Lafayette     ☐ Price         ☐ Waupaca
    ☐ Douglas*     ☐ Langlade      ☐ Racine*       ☐ Waushara
    ☐ Dunn         ☐ Lincoln       ☐ Richland      ☐ Winnebago*
    ☐ Eau Claire*  ☐ Manitowoc     ☐ Rock*         ☐ Wood
*County not defined as rural by federal regulations
```

Program Outreach

Report how many new providers your agency anticipates enrolling during the upcoming federal fiscal year

When done click the **"Continue"** button.

```
Program Outreach
How many new providers does your agency anticipate enrolling during the upcoming federal fiscal year?
[0]
                        ⇨ CONTINUE

[General Info] [CFDA Audit Info] [Governing Board] [Board Relationship] [Organization Capability] [Internal Controls]
[Publicly Funded Program] [Staff]
```

Management Plan/Practices (Part – A)

Recruitment

A. Recruitment Methods-detail the methods used by your agency to recruit new providers;

B. Detail any incentive plan, specifying the type of compensation, given to currently enrolled providers for recruitment activities. Please note, any item(s) used specifically as a compensation incentive for the purpose of recruitment of new providers must be clearly identified as such and specified in detail in the agency's budget (Attachment E).

C. Describe your procedure that will ensure the recruitment practices, noted above, will not be used to recruit providers who currently participate in the CACFP with another Sponsoring Organization.

Management Plan/Practices (Part – A) (continued)

Provide in full detail your agency's plan/practices and timeframes for the following Program procedures. **Ensure that all topics listed under each Program practice is addressed in your narrative response.**

Note: Each of these twelve text fields will accept a maximum of **4000 characters**, including punctuation marks and spaces.

Child Care Regulation

    a. Monitoring and making deductions on provider claims for meals served in excess of authorized capacity. (If the agency permits providers to claim reimbursement for shift meals, detail the policies used to monitor compliance with authorized capacity.

    b. Ensuring that current licenses or certificates of registration are on file at all times for each day care home.

> Describe in detail your management plan/practices and timeframes for the following procedures for:
>
> **1. Child Care Regulation:**
>
> (A) Monitoring and making deductions on provider claims for meals served in excess of authorized capacity. (If the agency permits providers to claim reimbursement for shift meals, detail the policies used to monitor compliance with authorized capacity.)
>
> (B) Ensuring that current licenses or certificates of registration are on file at all times for each day care home.

2. **CACFP Enrollment**

    a. Collecting enrollment data (i.e. normal day/hrs/meals and annual updates) for all enrolled children.
    NEW for FFY 2010 – Include information on how your agency handles the online enrollment of children in care.

> certification requirements.
>
> **3. CACFP Enrollment**
>
> (A) Collecting enrollment forms and data (i.e. normal day/hrs/meals and annual updates) for all enrolled children, including online enrollment of children in care.
>
> (B) Ensuring that all CACFP enrollment forms are annually updated (No more than 12 months can elapse between updates.)
>
> (A) Children become eligible for reimbursement once an enrollment form is completed and on file at 4C. All children, including drop-in children and infants, must be enrolled in the CACFP unless the provider submits a written and signed letter from the child's parents/guardians stating that they do not want their child/infant enrolled in the CACFP.

    b. Detail agency procedures to ensure annual updates to the CACFP enrollment forms.

3. **Tiering**

    a. Determining and verifying the status of day care homes determined as Tier-1 eligible, including the steps to be taken in reviewing both school and census data, and verification of providers determined as Tier 1 based on income.

    b. The actions to be taken if a provider is determined to be not Tier-1 eligible, including the options given to these providers.

    c. Notifying providers of their tier status and reimbursement options.

When done click the **"Continue"** button.

Management Plan/Practices (Part - B)

Management Plan/Practices (Part – B)

4. **Edit Checks**

    a. Editing of provider claims for approved meal types, maximum total number of meals claimed and block claiming patterns. (The edit check for maximum number of meals claimed must include, at a minimum, enrollment.)

    b. Ensuring that the above three edit check requirements are properly documented. (The method of documentation must clearly and consistently indicate that all three required edit checks have been conducted for each home claim for each month)

    c. Conducting and documenting unannounced reviews within 60 days of the receipt of a block claim, including requests for exceptions to the 60-day rule.

5. **Meal Pattern Compliance**

    a. Ongoing training to ensure that all providers consistently meet meal pattern and quantity requirements.

    b. Methods used to identify and follow up on noncompliance of meal requirements by providers.

    c. Monitoring and making deductions on provider claims for meals not meeting component requirements.

6. **Meal Service Compliance**

    a. Monitoring and making deductions on provider claims for meals served to children whose ages exceed CACFP limitations.

    b. Monitoring and making deductions for meal services which exceed 2 meals and 1 snack or one meal and two snacks per child per day.

    c. Monitoring and making deductions on provider claims for meals served to providers own children when the provider is not income eligible and/or when another nonresidential child is not present and participating in the meal service being claimed for the provider's own children.

When done click the **"Continue"** button.

Management Plan/Practices (Part – C)

7. **Training of Providers**

    a. Training provided to newly enrolled providers prior to their participation in the CACFP.

    b. Training to be provided for all providers during the upcoming federal fiscal year. Give timetables and locations for this training, topics to be covered, methods used and the length of the training. If making use of an in-home study packet describe the method(s) by which the completed studies will be evaluated and the manner in which technical assistance will be given to providers not properly completing the in home study packet.

8. **Training and monitoring of agency staff**

    a. Training of administrative personnel concerning their duties and responsibilities for the CACFP, including a schedule of this training for the upcoming federal fiscal year.

    b. Monitoring and evaluation of the day care home monitors, including a schedule of meetings and training scheduled for the upcoming federal fiscal year.

9. **Pre-approval visits and reviews of day care homes**

    a. Pre-approval visits to newly enrolling day care homes.

    b. Reviews and monitoring of all day care homes, to meet the Program requirements as detailed in Guidance Memorandum D. (If using review averaging detail the procedures to be used to ensure that the minimum number of reviews will be completed.)

When done click the **"Continue"** button.

Management Plan/Practices (Part – D)

10. **Serious Deficiency/Termination**

    a. Handling provider performance issues that require corrective action but fall short of the need for a declaration of serious deficiency.

    b. Distributing guidance to providers regarding the basis for declaring a provider seriously deficient, including the annual distribution of the CACFP Hearing Procedures for day care homes.

    c. Declaring a provider to be seriously deficient.

    d. Terminating a provider for convenience, including a description of the manner and timeframe used for removing providers from Schedule A.

Sponsoring Organizations of Family Day Care Homes (PI-1459)
Management Plan/Practices (Part - D)

716803 - Child Care Centers of Marshfield Inc

Describe in detail your management plan/practices and timeframes for the following procedures for:

10. Serious Deficiency/Termination

(A) Handling provider performance issues that require corrective action but fall short of the need for a declaration of serious deficiency.

(B) Distributing guidance to providers regarding the basis for declaring a provider seriously deficient, including the annual distribution of the CACFP Hearing Procedures for day care homes.

(C) Declaring a provider to be seriously deficient.

(D) Terminating a provider for convenience, including a description of the manner and timeframe used for removing providers from Schedule A.

11. **Civil Rights**

    a. Distribution of the parental notification flier to providers, and monitoring to ensure that these fliers are given out to all newly enrolled families.

    b. Ensuring that the Civil Rights of all enrolled participants are met regardless of race, color, national origin, age, sex or disability, including provision of Program information in appropriate translation(s).

    c. Ensuring that the current WIC information is annually distributed to all providers and that providers are monitored to confirm that current WIC information is always being made available to parents of children enrolled in the day care home.

    > **11. Civil Rights**
    >
    > (A) Distribution of the parental notification flier to providers, and monitoring to ensure that these fliers are given out to all newly enrolled families.
    >
    > (B) Ensuring that the Civil Rights of all enrolled participants are met regardless of race, color, national origin, age, sex or disability, including provision of Program information in appropriate translation(s).
    >
    > (C) Ensuring that the current WIC information is annually distributed to all providers, and that providers are monitored to confirm that current WIC information is always being made available to parents of children enrolled in the day care home.
    >
    > 11A. The parental notification is printed on the back of the enrollment form. All parents who enroll their child receive a copy of this form. At each home visit providers are asked and documented on the form whether all children (including infants)attending their family child care home are enrolled in CACFP.
    >
    > 11b. All provider are informed that this program requires equal access for all. This statement is on the bottom of each enrollment form and is available in Hmong for those providers and parents who do not speak English.

12. **Retention of all Program Records**

    REVISED for FFY 2010

    Specify record retention policy by the agency, <u>AND</u> by the providers, including how the sponsor monitors retention of all Program documentation by the providers.

    > **12. Maintenance of Program Records**
    >
    > (A) Retention of CACFP records by the sponsoring organization.
    >
    > (B) Record maintenance by day care home providers.
    >
    > All program physical and electronic records are kept at the agency for 3 Federal Fiscal years plus the current Federal Fiscal year. There are two file folders for each provider on the program. One folder stays permanently on file and holds all the documents that must be kept in the provider's files at all times such as the provider's regulation(s), the application PI-1472, change notices forms, the PI-1425, tiering documentation (beginning FFY 2008), and other forms that are required. The second folder holds all other forms such as the provider's claim, error letters, Claim Information Forms, and miscellaneous documents, which are rotated into storage for 3 years.
    >
    > All other records pertaining to the CACFP such as the financial records, personnel records, etc. are also kept by the agency for 3 years plus the current year.
    >
    > ➡ CONTINUE
    >
    > [General Info] [CFDA Audit Info] [Governing Board] [Board Relationship] [Organizational Capability] [Internal Controls] [Publicly Funded Program] [Monitoring Ratio] [Staff] [Program] [Plans-A] [Plans-B] [Plans-C]
    >
    > Home

When done click the **"Continue"** button.

Financial Management Plan/Practices

Financial Management Plans/Practices

1. **Attachment E of PI-1459**

   (Attachment E is sent to all sponsors by email.)

   Complete Attachment E and submit via email only.

   Note, the submitted information and documents must corroborate the information reported as part monitoring ratios section.

2. **Cost Allocation Plan**

   Answer the 4 questions regarding cost allocation plans.

3. **Disbursal of Program Reimbursement**

   Describe your methods, including time lines, for disbursing the full amount of Program reimbursements to providers within five working days of receipt for the WDPI.

<u>**Financial Management Plans/Practices**</u> (continued)

Upon reciept of DPI's meal reimbursement vouchers, the CACFP manager checks daily to verify the deposit date. The deposit date is documented on the voucher, and given to the Claims Specialist to issue payment by the fifth day of the deposit date. All providers whose claims were submitted to the state will be issued a reimbursement check.

4. **Provider Overpayment** **REVISED for FFY 2010**
   In the event of a <u style="color:red">**provider**</u> overpayment, describe your agency's plan for repayments. This includes active and terminated providers who have left the Program owing a debt.

4. In the event of a provider overpayment, describe your agency?s plan for repayments, including the recovery of overpayments to providers who have been disqulified for cause.

4C Procedures to Return Funds Collected from Providers

When an overpayment to a provider has been identified, the FP Manager, Claims Specialist, and/or Administrative Assistant enters an adjustment for the dollar amount and/or number of meals into Minute Menu. A monthly report is generated (claims not paid report), and 4C will:

5. **Financial Management System**
   a. Describe your agency's accounting system (i.e., cash, accrual or a modified accrual system)
   b. Describe your agency's plans for a backup system if your accounting system is inoperable.
   c. Describe the procedures used for tracking and reporting administrative costs/reimbursement and tracking expenses to specific cost line items and/or programs, including comparing CACFP expenses to the approved budget
   d. Describe your agency's procedures to track CACFP funds separately from other organizational funds

5. Financial Management System

(A) Describe your agency?s accounting system (i.e., cash, accrual or a modified accrual system).

(B) Describe your agency?s plans for a backup system if your accounting system is inoperable.

(C) Describe the procedures used for tracking and reporting administrative costs/reimbursement and tracking expenses to specific cost line items and/or programs, including comparing CACFP expenses to the approved budget.

D) Describe your agency?s procedures to track CACFP funds separately from other organizational funds

CONTINUE

[General Info] [CFDA Audit Info] [Governing Board] [Board Relationship] [Organization Capability] [Internal Controls] [Publicly Funded Program] [Staff] [Program] [Plans-A] [Plans-B] [Plans-C] [Plans-D]

When done click the **"Continue"** button.

NEW for FFY 2010

6. Procedures for delay or interruption of Program Funds. (Note, this question is specific to administrative reimbursements only, including advance payments.)

6. If the sponsoring organization should experience a temporary interruption or delay in receipt of CACFP Funds, how would it continue to operate the CACFP on a daily basis? Please include the source and estimated amount of funds that would be available.

7. Procedures for repayment of fiscal claims, including the source and amount of funding that would be available.

7. How would the Sponsoring Organization repay the State Agency for any fiscal claims that are assessed against the organization, including repayment of fiscal claims against providers? Please include the source and amount of funding that would be available.

8. Agency safeguards and controls to prevent And detect improper financial activities

8. Please explain your agency's safeguard and controls that are in place to prevent and detect improper financial activities by employees and/or Board Members?

CONTINUE

Done

Start | Inbox - Microsoft Outlook | Home Sponsor Online ... | CACFP_FDCH__Intern... | Financial Managem...

When done click the **"Continue"** button.

Advance Request Information

1. Indicate preference for advances
   a. Operational (i.e. provider payments)
   b. Administrative
   c. If "yes" to either or both specify Full or Partial and amount(s)

   (Enter amounts without a dollar sign or commas)
      i. If No enter "0"
2. Detail narrative reason for advance(s)
   a. All text boxes on page accept 400 characters
3. Answer question on non-interest bearing account
   a. If answering "No" provide narrative response

Sponsoring Organizations of Family Day Care Homes (PI-1459)
Advance Request Information

716803 - Child Care Centers of Marshfield Inc

Advance-Operational
Does your agency wish to receive advance *operational* payments? (Note: Operational advances will not be made until an acceptable system is described for reconciling payments made to providers for any given month with the actual reimbursement earned for that month. *Submit written procedure via email*) ○ Yes ● No

If 'Yes' ● Full Payment or ○ Partial Payments

Specify monthly amount Otherwise enter zero [0.0]

If "Yes" specify the item(s) for which the operational advance will be used (check all that apply)
  ○ Provider meal reimbursement
  ● Other (specify below)

Advance-Administrative
Does your agency wish to receive advance *administrative* payments? ● Yes ○ No

If 'Yes' ○ Full Payment or ● Partial Payments

Specify monthly amount Otherwise enter zero [100.0]

If "Yes" specify the item(s) for which the administrative advance will be used (check all that apply)
  ● Administrative salaries
  ○ Other (specify below)

Explain your agency reason for requesting an advance
[bills]

Will the agency maintain the advance funds in a non-interest bearing account?
  ● Yes
  ○ No (If "No", explain below how the agency will track the amount of interest that is earned on the CACFP advance funds received. The amount of interest earned on advances will be monitored by DPI)

When done click the **"Continue"** button.

Attachments

Attachments

The following attachments shall be considered part of this application:

    A. News Media Release

    B. Guidance Memorandum I

    C. Attachment E (Projected Annual Administrative Income and Expenses)
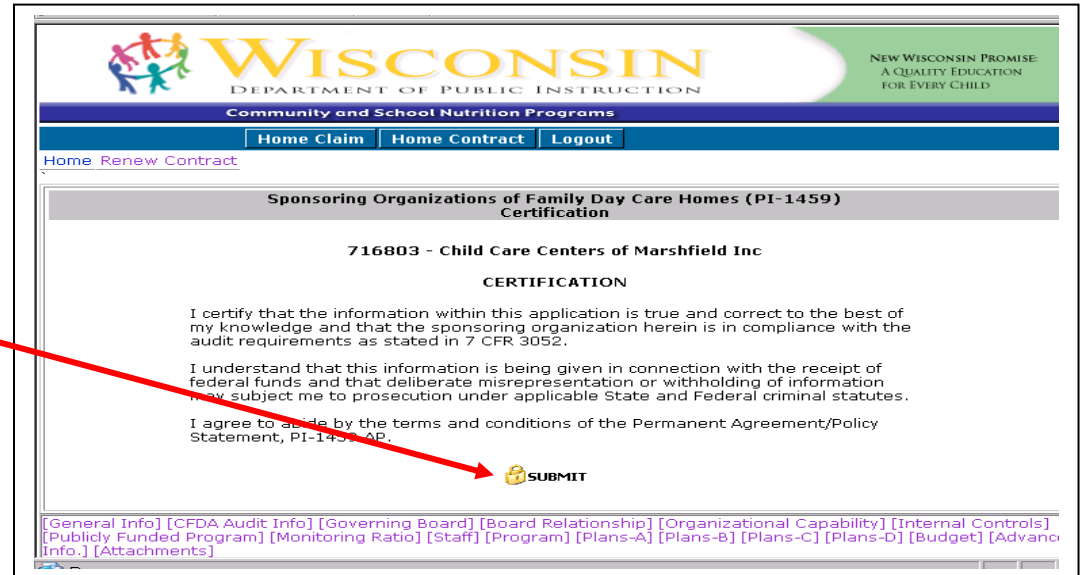
When done click the **"Continue"** button.

Certification

Certification

Read the certification statement, then click on the
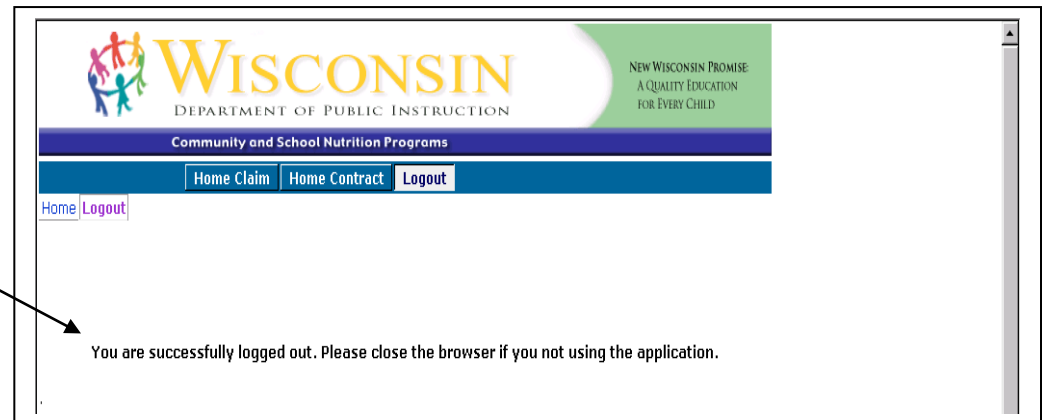**"Submit"** button.

CACFP Contract Confirmation

After clicking the submit button this screen will appear if the application has been successfully submitted to the WDPI.
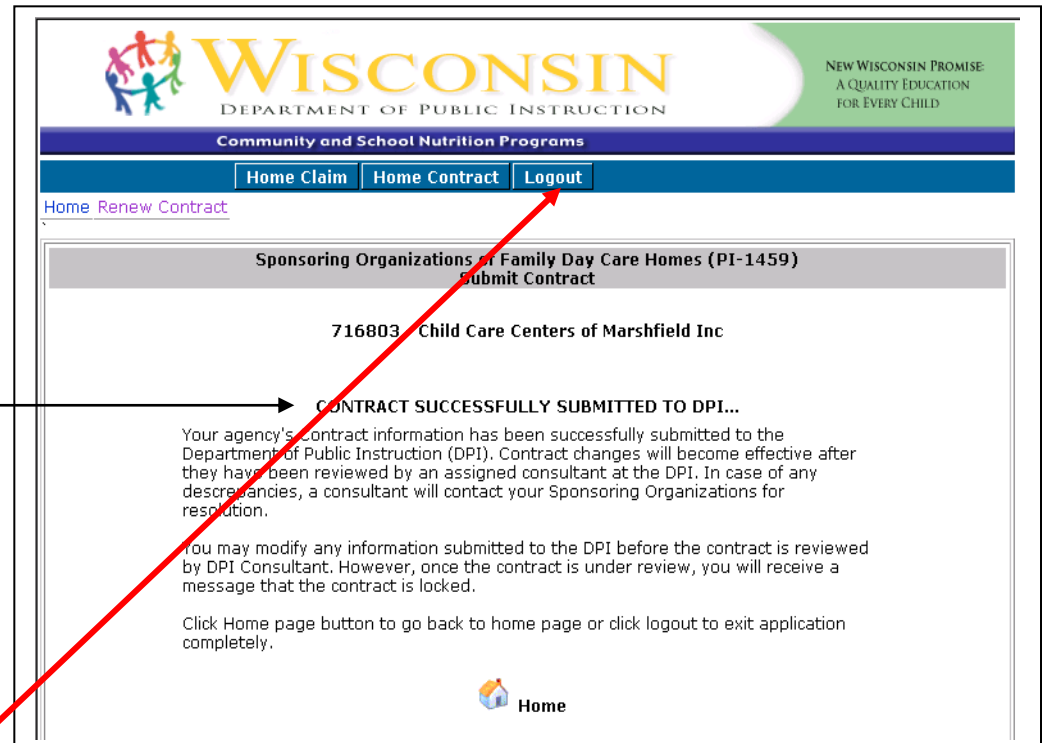
THEN, click on the "Logout" button at the top of the screen

If successful, this screen will appear

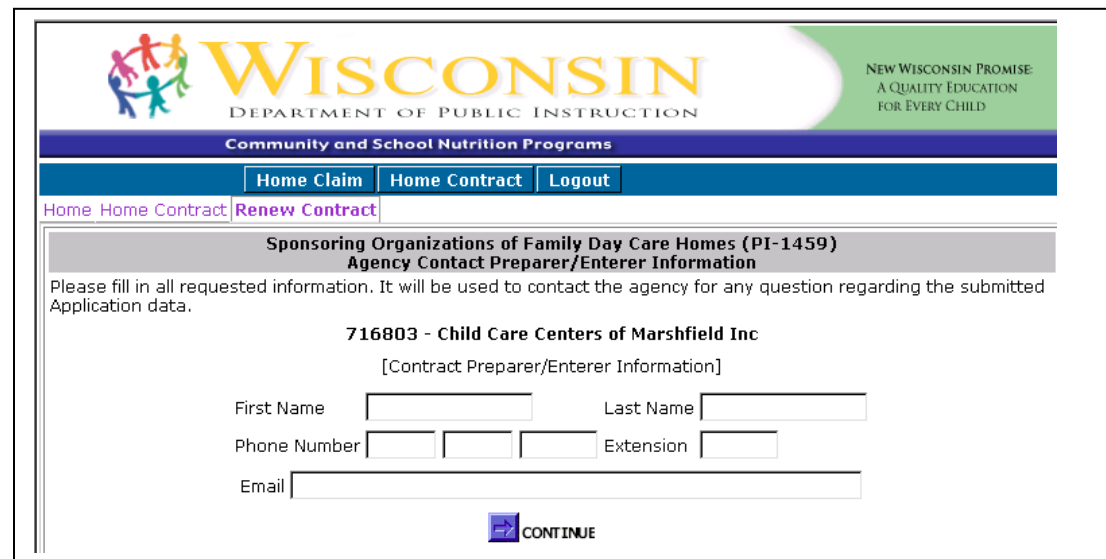## **Amending the Submitted CACFP Application**

After submitting the CACFP Application you may need to make changes or additions prior to the contract approval by DPI.

1. Begin login with the same procedures described in the beginning of this manual.

2. Select "**Renew Contract**" from the CACFP Contract Menu.

3. Enter **"Preparer/Enterer Information"**.

4. Click "**Continue**" to proceed to the contract to make needed changes or additions. You must continue through the entire contract and **"Submit"** to DPI at the end.